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**From:** Lee, Terry [lee.terry@epa.gov]  
**Sent:** 12/4/2017 9:20:35 PM  
**To:** Packard, Elise [Packard.Elise@epa.gov]; Lattimore, Kraig [lattimore.kraig@epa.gov]  
**CC:** Logan, Shanita [logan.shanita@epa.gov]  
**Subject:** RE: Contingency Planning  
**Attachments:** OGC Contracts\_final.xlsx

Elise and Kraig,

I'm forwarding the attached list of OGC excepted and funded contracts that we recommend be included in the Contingency Planning OGC Tab for Excepted and Funded Activities Contract List.

Regards,  
Terry

**Terry M. Lee**  
**Deputy Director, Resource Management Office**  
**Office of General Counsel**  
**U.S. Environmental Protection Agency**  
**Telephone: 202-564-3352**  
**E-mail: [lee.terry@epa.gov](mailto:lee.terry@epa.gov)**

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**From:** Lee, Terry  
**Sent:** Friday, December 01, 2017 12:19 PM  
**To:** Packard, Elise <Packard.Elise@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>  
**Subject:** RE: Contingency Planning

Elise and Kraig,

We're checking and will share the contracts that need to remain active during a shutdown to support authorized excepted or funded activities.

Regards,  
Terry

**Terry M. Lee**  
**Deputy Director, Resource Management Office**  
**Office of General Counsel**  
**U.S. Environmental Protection Agency**  
**Telephone: 202-564-3352**  
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**From:** Packard, Elise  
**Sent:** Friday, December 01, 2017 8:30 AM  
**To:** Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Terry <lee.terry@epa.gov>  
**Subject:** FW: Contingency Planning

I'm assuming we don't have any but let's check!

Elise B. Packard  
Acting Principal Deputy General Counsel  
U.S. EPA Office of General Counsel, Rm. 4020  
(202) 564-7729

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**From:** Patrick, Kimberly  
**Sent:** Thursday, November 30, 2017 5:40 PM  
**To:** OCFO-SROs <OCFO\_SROs@epa.gov>  
**Cc:** Legare, Pamela <Legare.Pamela@epa.gov>; Scott, Raoul <Scott.Raoul@epa.gov>; Chenkin, Howard <Chenkin.Howard@epa.gov>; Koehler, Alfred <koehler.alfred@epa.gov>; OARM-OAM-DIVISION-DIRECTORS <OARMOAMDIVISIONDIRECTORS@epa.gov>; OARM-OAM-RAMS <OARMOAMRAMS@epa.gov>; Showman, John <Showman.John@epa.gov>  
**Subject:** Contingency Planning

**MEMORANDUM**

**SUBJECT:** Agency Shutdown preparations

**FROM:** Kimberly Y. Patrick, OAM Director  
Office of Acquisition Management

**TO:** Senior Resource Officials

As you know the government is currently funded thru Friday, December 8, 2017. Prudent management requires us to be prepared to implement our contingency plan for a shutdown should there be a lapse in funding. In preparation, please coordinate with your cognizant contracting staff in OAM or the Regions to identify contracts, or portions thereof, that are required to remain active to support excepted or funded activities in the event of a shutdown. As you know, those activities that are not in support of authorized excepted or funded activities will be shut down during a funding hiatus. *(Excepted activities are defined in EPA Order 1000.26 A, Section 5; Funded activities are as defined in EPAAG 42.3.3.4 as fully funded contracts, which do not require Agency interaction. These contract types may continue during an appropriation hiatus if the contractor does not require interaction from Agency officials).*

For contractual agreements, this means that Stop Work Orders must be issued for those contractual awards, or portions thereof, that are not required to support authorized excepted or funded activities. This effort includes contracts, task orders issued under GSA Multiple Schedule contracts; additionally, task orders and work assignments under active EPA contract awards.

We are in process of updating the list of excepted EPA contracts. As an SRO you are requested to review and update your office's corresponding tab of the Excepted & Funded Activities contract list; updates are due COB Monday, December 4, 2017. Your excepted and funded contracts list will be reviewed in accordance EPA Order 1000.26A for acquisitions only. Email your updates to Al Koehler [Koehler.alfred@epa.gov](mailto:Koehler.alfred@epa.gov) and your cognizant Division Director/Regional Acquisition Manager (DD/RAM).

Should you have any questions, please contact the cognizant OAM Division Director or Regional Acquisition Manager. Please also feel free to contact me, or my Deputy, Pamela Legare.

Regards,

***Kimberly Y. Patrick, Director***

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